

## **RECEIVING AND ACCOUNTING FOR STATE PROPERTY**

**2831**

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As stated in Section 2606.16 of the Material Management handbook, the Receiving Staff is responsible for receiving or acknowledging deliveries of state or grant funded property; inspecting the property to ensure all property was received; and notifying the Purchaser and the Department Accounting Office that all of the property was received.

Upon receipt of property, it is important the property is properly tagged and documented in an internal Inventory Tracking System for recording and inventory purposes as described in this handbook. It is recommended that the property tag placed on the property be recorded on the purchase document for future reference.

<http://calfireweb/library/handbooks/2600/2606.pdf>

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